



PRESENTATION OF INFORMATION FOR HDA APPLICATION

Upon preparing your application for consideration for Hotel Development Program Incentives, please ensure that your presentation includes the following:

- Complete legal description;
- Copies of all external and internal market based demand (feasibility) studies;
- Marketing and/or Business Plan
- Market reports (STR and internally generated competitive surveys);
- Operating pro-forma accompanied by all support schedules and assumptions;
- Detailed description of theme or concept for each outlet and guest amenity/service anticipated to be offered;
- Staffing guide for all executive/management positions including wage and benefit schedules for all job classifications upon opening;
- Relevant statistical data pertaining to central reservation system contribution, location inquiry (specific to the proposed project), and national/international accounts;
- Copies of all pertinent operating agreements (executed or draft), including but not restricted to management, franchise, service, and licenses;
- Copies of leases, cross access agreements, parking agreements, and master deed (if commercial condominium) encumbering the property;
- A comprehensive list of all approvals sought and/or copies of approvals obtained from government agencies and, as applicable, the timeline for obtaining;
- Copy of master development plan;
- Copies of all pertinent correspondence regarding specific tax assessment arrangements including information pertaining to abatements, phase-in programs, PILOT's, or TIF's;
- Survey with zoning, site plan, and title insurance information, particularly those dealing with easements, restrictions, and encroachments;
- Details pertaining to the purchase of the property;
- Names and contact information to the key individuals responsible for the development and management of the proposed hotel